



Director of Youth Programs

Job Summary

Journey On currently has three collaborative youth outreach programs operating or soon to operate in the Rapid City area. These youth outreach programs improve the safety, security, and quality of life for Rapid City's vulnerable youth population. The Director of Journey On's Youth Programs will be responsible for providing leadership for all youth programs, overseeing program development, program promotion, and supervision of all youth outreach team members.

Job Responsibilities

- Work collaboratively with outreach team members and other Journey On program directors to serve our relatives.
- Work collaboratively with and oversee all relationships with community partners.
- Responsible for overseeing all youth outreach programs and outreach team members are following safe practices, program, and organizational policies.
- Develop and provide oversight to memorandums of understanding with partnering agencies.
- Attend all case conferencing and community coordination meetings to ensure youth receive the services promptly.
- Create schedules for all youth outreach staff members.
- Respond to all phone calls directed to the youth outreach program appropriately and daily oversight of voicemails and messages for youth outreach programs.
- Purchase program supplies (nondiscretionary spending only) (discretionary spending needs approval).
- Gain expert knowledge in grant narratives to ensure term adherence.
- Oversee daily data collection and any other required documentation.
- Complete all reports as required by grants, the executive director, and program compliance.
- Create and administer training opportunities and positive professional development for youth outreach team members.
- Will utilize a trauma-informed approach in crisis intervention/harm reduction and culturally responsive techniques in all interactions.
- Facilitate weekly meetings with all youth program directors and team members.
- Communicate weekly with the executive director about program, client, and employee needs/concerns.
- Collaborate with the executive director to identify grant opportunities to advance youth programs.

Required Skills

- Must enjoy working with young people on a collaborative level.
- Works effectively within a team and successfully motivates others.
- Must be skilled in building trusting relationships.
- Must have strong organizational skills and be able to multi-task.
- Must have strong written and oral communication skills.
- Ability to solve problems and make decisions in chaotic and/or stressful situations.
- Embody non-judgmental and non-coercive provision of services and resources.
- Basic understanding of mental health, physical health, substance abuse, and other barriers youth may encounter for overall well-being.
- Adapts well to changing priorities.
- Recognize and advance opportunities to enhance community relations, program development, and sustainability.
- Displays healthy boundaries and exercises mature judgment.
- Maintains personal and professional integrity and keeps all program participant information confidential.

Required Qualifications

- Pass pre-employment drug screening.
- Pass a pre-employment background check.
- Driver's license

Hiring Preferences

- 3+ years of experience working with youth or social work background.
- 1-2+ years of experience managing/supervising a team.
- Persons with lived experience.

Physical Demands & Environmental Conditions

An employee must meet the demands described here to perform essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This job is performed inside and outside of an office setting.
- This job is performed in all weather conditions when necessary.
- This job may require long periods of sitting or standing.
- This job may require walking long distances on rugged terrain.
- Must be able to lift and carry 25 lbs.
- Frequent driving within the Rapid City area.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties to meet the organization's needs.

How to Apply

Please email your application, including the following materials, to bmarshall.journeyon@gmail.com. Applications can be addressed to Youth Program Director Search Committee. Review of applications will begin September 1, 2023, and continue until the position is filled.

APPLICATIONS MUST INCLUDE:

- Cover letter
- Resume
- Question responses document addressing the following questions:
 1. What is your experience working with youth, and why do you feel this work is important?
 2. What is your experience working in focused areas of community service, vulnerable populations, and/or community safety?
 3. What is your approach to time management in high-stress situations with potentially frequent shifts in priorities?
 4. What is your approach to leadership, and why are you a qualified leader for this position?